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OFFICE OF TRAINING

Mission

The basic mission of the Office of Training is to identify and meet the total training requirements of the Agency by: (1) carrying out appropriate responsibilities vested in the Director of Central Intelligence by Public Law 110; (2) developing career personnel in intelligence who are capable of continually increasing their capabilities and proficiencies to serve the Agency; (3) developing the most effective principles, standards, methods and techniques of instruction in almost every branch of learning, including the natural, physical, social and military sciences and many technical and administrative fields; (4) providing for training facilities, as required, in the Agency, and in public and private institutions, both domestic and foreign.

Major Objectives

The major objectives of the Office of Training, in support of the intensive recruitment effort of the Agency for qualified personnel and the increasing load of operational requirements in the Agency, are:

1. To develop a highly qualified corps of professional career personnel with experience in foreign language and area fields, and with facility in specific functional and technical fields.
2. To direct a training program for selected junior officers who will occupy, during a period of training, 150 training slots provided for this purpose. This "Cadet Corps" will be trained in the principles, standards, methods and techniques of intelligence and then assigned or rotated into the various offices of the Agency in accordance with their interests and demonstrable capabilities.
3. To provide training for all new personnel recruited to fill professional positions in the Agency in order to meet the peculiar long-range requirements of the sponsoring offices.
4. To formulate advanced training programs for career personnel already in the Agency in order to meet the peculiar long-range requirements of the sponsoring offices.

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APPROVED:

WALTER B. SMITH
Director of Central Intelligence

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27 August 1952

MEMORANDUM FOR: The Director of Central Intelligence

SUBJECT : Staff Study on Office of Training Area-Language Programs

1. The Problem: To obtain D/CI approval for O/TR area-language programs.
2. Facts Bearing on the Problem: In reviewing the O/TR Budget for fiscal year 1953:
 - A. The Comptroller and the Assistant Deputy Director (Administration) questioned the value of O/TR area-language programs and the status of their approval by the Director of Central Intelligence.
 - B. Public Law 110 authorizes the D/CI to use public or private facilities for this purpose, at home or abroad, and to meet all costs incurred in such use.
 - C. CIA [REDACTED] authorizes the Director of Training to approve training at domestic and foreign facilities.
 - D. The regular sources of recruitment have not proved adequate to meet Agency requirements for trained area and language specialists.
 - E. A breakdown of each area-language program currently in operation or planned is included under Tab A.
3. Discussion:
 - A. The Office of Training is responsible for resolving Agency training requirements as they develop. The operating Offices have been unable to recruit enough personnel who are qualified as area specialists. The universities, in most cases, do not provide the breadth in training to develop adequate area specialists for the Agency.
 - B. To meet the requirements of the Offices for area and language training for their personnel, the Office of Training has arranged to provide the necessary training at foreign installations. At these installations, Agency personnel can study at first hand the area, the peoples, the customs, and the political, economic and sociological problems in their natural habitat. Short term programs have been developed so that personnel now working at a regional desk, but who have never been in the area of their responsibility, can have the opportunity of participating in an area program. Long-range programs have been developed wherein intensive language and area training are given so as to develop capable professional careerists as area specialists.

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C. The operating Offices have enthusiastically endorsed and supported the area and language programs. They feel that their personnel can grasp more accurately the significance of the various reports coming from the field if they have studied and traveled in the area. The Office of Training is assisting the Offices to develop better trained area specialists by setting up area and language training programs in the vital regions of the world.

4. Conclusion:

The operating Offices have a need for more qualified area and language specialists for the major regions of the world. The universities, in most instances, do not have adequate cross-cultural area programs to develop enough young professionals to meet the needs of this Agency. Many personnel now working as specialists have never been in the region of their specialization. It is, therefore, concluded that there is a need to provide area and language training to meet the requirements of the operating Offices for trained area specialists; and that the Office of Training should provide domestic and foreign training facilities, as required, to increase area and language competence of Agency personnel.

5. Recommendation:

It is recommended that the D/CI approve the development and conduct by the Director of Training of area-language programs to meet continuing requirements of the Agency.



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MATTHEW BAIRD
Director of Training

APPROVED:

WALTER B. SMITH
Director of Central Intelligence

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